

LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE

Air Active Guard Reserve (AGR) Vacancy

ANNOUNCEMENT NO: 001-16

OPENING DATE: 20 January 2016

CLOSING DATE: 4 March 2016

UMDA POSITION TITLE: Retention Office Manager

UMDA MAX AUTH GRADE: MSgt/E7

DUTY AFSC: 8R200

AREA OF CONSIDERATION: Nationwide and current enlisted members in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required. **This resource is funded to the position.**

QUALIFICATION REQUIREMENTS:

- Compatible AFSC: 8R200
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: **TSgt/E6** promotable to: **MSgt/E7**
- **Must have completed the Noncommissioned Officer Academy(NCOA)**
- **Must have a minimum of 2 years experience as an 8RX00.**
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909,

Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

- Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.
- Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.
- Attendance at an in-residence PME Course is desirable.

SUMMARY OF DUTIES:

-- Serves as the Office of Primary Responsibility (OPR) for the administration and management of all retention programs as outlined in Air National Guard Instruction (ANGI) 36-2607, *Air National Guard Retention Programs*.

-- Monitors the appointment of Unit Career Advisors, providing initial and refresher training annually. Works closely with UCA's to maintain base retention programs. Verifies the eligibility for all re-enlistments or extensions. Utilizes the UMD to determine vacancies for possible reassignments or cross-training of airmen who wish to re-enlist or extend. Coordinates on all request for re-training. Evaluates impact of Incentive Program on retention effort and provides report/recommendations to ANGSC/DPR through the Adjutant General (TAG).

-- Counsels airmen as needed when referred by unit commanders, First Sergeants, or UCA's. Gives counseling emphasis to first term airmen selected for re-enlistment, mid-career airmen twelve to eighteen months prior to ETS, airmen applying for voluntary retirement and airmen electing separation. Refers those with special problems to a professional, i.e.; JAG, Chaplain, Medical Officer, etc. Maintains interview suspense control system to insure units are completing required interviews. Briefs annually on retention programs, entitlements and benefits at each unit's commanders call. Administer the MGIB program.

-- Manages the base advertising and publicity effort for the base retention programs. Requests, receives and distributes NGB, State and base advertising and publicity material. Arranges with the Base Public Affairs Officer for publication of items with a retention theme. Ensures UCA's distribute material to airmen with a projected ETS in 12 to 18 months. Evaluates effectiveness of advertising/publicity material and provides reports and recommendations to ANGSC/DPR through TAG.

-- Works with MPF members to ensure airmen seeking information on re-enlistment programs and extensions of enlistments are properly counseled. Arranges for access to a private facility for counseling. Will interact directly with other OPR's as necessary to monitor and promote the retention program. Conducts annual staff visits to each unit on base. Ensures the training of UCA's at each unit. Rates each unit and conducts follow-up visits within 90 days when a less than satisfactory rating is received.

-- Performs Other Duties as Assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1 (**clearly print your e-mail address on top of form and/or include in resume**)
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable)
 - (1) one in service dress
 - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of valid state driver's license.
- Copy of last three performance reports showing an overall EPR rating of 5.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- Copy of last two fitness tests showing a score 80 or above, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.

ADDITIONAL INFORMATION

*****If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement*****

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.